

MEMORANDUM FOR: All NOAA Employees

FROM: R. J. Dominic  
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 17

The purpose of this transmittal is to update certain NOAA Travel Regulation (NTR), regarding foreign travel. The Transmittal has been posted on the NOAA Travel Office (NTO) web page at <http://www.ofa.noaa.gov/~finance/travel.html>. Please visit our web page to view or to update your NTR. (This new edition follows the plain language format of the Federal Travel Regulation.)

Please contact Rachael Wivell on (301) 444-2136 or Pat Oliver on (301) 444-2155 in the NOAA Travel Office (NTO), if you have any questions.

MEMORANDUM FOR: All Holders of the NOAA Travel Handbook

FROM: R. J. Dominic  
Director, Finance Office/Comptroller

SUBJECT: Travel Transmittal Number 17

1. Filing Instructions for the NOAA Travel Regulation (NTR). Replacement pages for your NTR are attached as follows:

Remove

Pages 306-3-1 through 306-3-3  
dated November 1, 2000

Page 306-5-1 dated  
March 1, 2003

Pages 306-5-2 through 306-5-4  
dated February 1, 2003

Pages 306-6-1 through 306-6-2  
dated February 1, 2003

Page 306-7-2  
dated November 1, 2000

Page 306-7-8  
dated November 1, 2000

Page 306-7-9  
dated December 1, 2003

Pages 306-7-10 through 306-7-12  
dated January 1, 2002

Insert

Pages 306-3-1 through 306-3-4  
dated August 1, 2005

Page 306-5-1 dated  
dated August 1, 2005

Pages 306-5-2 through 306-5-5  
dated August 1, 2005

Pages 306-6-1 through 306-6-2  
dated August 1, 2005

Page 306-7-2  
dated August 1, 2005

Page 306-7-8  
dated August 1, 2005

Page 306-7-9  
dated August 1, 2005

Pages 306-7-10 through 306-7-12  
dated August 1, 2005

1. Filing Instructions for the NOAA Travel Regulation (NTR) continued. Replacement pages for your NTR are attached as follows:

Page 306-7-13  
dated December 1, 2003

Page 306-7-13  
dated August 1, 2005

Pages 306-7-14 through 306-7-20  
dated January 1, 2002

Pages 306-7-14 through 306-7-20  
dated August 1, 2005

Pages 306-7-21 through 306-7-26  
dated December 1, 2003

Pages 306-7-21 through 306-7-26  
dated August 1, 2005

2. Explanation of Changes. The attached pages update requirements and processing time-frames for foreign travel. In addition, the attached pages reflect the following changes:

- employees traveling to or from the Caribbean, Bermuda, Mexico and Canada will be required to have a passport to enter or re-enter the United States;
- official passport applications must be completed and processed online (<http://www.travel.state.gov/passport>) at the Department of State (DOS) website; and
- foreign travel contacts inquiries and packages will be directed through the appropriate foreign travel contact to the NTO. The NTO will notify the foreign travel contact of any missing documentation or information.

3. File this cover memorandum in the front of the NTR. Clarification or assistance regarding travel policies and/or procedures may be obtained by calling your servicing Administrative Support Center travel office listed below:

Seattle----- (206) 526-6008  
Boulder----- (303) 497-5307  
Kansas City--- (816) 426-7543 x431  
Norfolk----- (757) 441-6897  
NOAA Travel Office-- (301) 444-2136 or 444-2155

Attachments

**NOAA TRAVEL REGULATION (NTR) CHECKSHEET FOR CHAPTERS 300 and 301**

Following is a list of pages currently in effect in the NTR. This checksheet is to be used to verify the accuracy of the NTR.

<u>Page</u>	<u>Transmittal #</u>	<u>Page</u>	<u>Transmittal #</u>	<u>Page</u>	<u>Transmittal #</u>
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**NOAA TRAVEL REGULATION CHECKSHEET FOR CHAPTERS 302 and 306**

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**PART 306-3--Administrative Requirements**

Sec.

- 306-3.1 Who processes foreign travel packages for NOAA?
- 306-3.2 What is a “complete” foreign travel package?
- 306-3.3 What happens when an incomplete foreign travel package is submitted?
- 306-3.4 Is a “Defensive Travel Briefing” required for foreign travel?
- 306-3.5 What will help ensure my safety as a Government employee traveling on official business?
- 306-3.6 How can I help ensure foreign travel packages will be processed in time for my travel?
- 306-3.7 What are the processing-time requirements for foreign travel packages that do not require visas or passports?
- 306-3.8 Does NOAA obtain official passports and visas for invitational travelers on foreign travel?
- 306-3.9 What do I submit to the NTO for an invitational traveler on foreign travel?
- 306-3.10 How does the NTO process a foreign travel package?

**306-3.1 Who processes foreign travel packages for NOAA?**

The National Marine Fisheries Service (NMFS) processes all NMFS foreign travel packages and the NOAA Travel Office (NTO) processes all other foreign travel packages.

**306-3.2 What is a “complete” foreign travel package?**

A complete foreign travel package consists of:

- 1) a completed “Foreign Travel Checklist”; *See NTR, Chapter 306-7.1*
- 2) two photocopies of the approved travel authorization with a travel authorization number assigned by the Line/Staff Office. The employee’s title must be shown on the travel authorization, as well as their grade and date of birth annotated in the remarks section of the travel authorization;
- 3) a signed copy of the “Defensive Travel Briefing Acknowledgment Statement”; Defensive Travel Briefings are signed annually. *See NTR, Chapter 306-7.2* and
- 4) passport forms, passport photos (which must meet Department of State (DOS) requirements), and passports;
- 5) if applicable, visa photos (which must meet the country’s visa requirements), visa applications, and letters of invitation.

Please note: Your Line or Staff Office may have additional internal requirements.

**306-3.3      What happens when an incomplete foreign travel package is submitted?**

Your line office contact will be notified via e-mail of the missing documentation/information. **NOTE:** missing documentation/information will cause delays in the processing of your travel package which may result in the trip being delayed or canceled. See <http://www.ofa.noaa.gov/~finance/TRAVEL.htm> for a current foreign travel contact listing.

**306-3.4      Is a “Defensive Travel Briefing” required for foreign travel?**

Yes. “Defensive Travel Briefings” are required for all employees including invitational travelers on foreign travel. The “Defensive Travel Briefing” consists of an information handout and a “Defensive Travel Briefing Acknowledgment Statement.” The information handout must be read and the statement must be signed, dated, and submitted to the NTO annually. The statement confirms that the traveler has read the information handout. Completed foreign travel packages will not be returned to the traveler until the signed statement is received by the NTO.

*See NTR, Chapter 306-7.2 for a “Defensive Travel Briefing.”*

**306-3.5      What will help ensure my safety as a Government employee traveling on official business?**

- 1) Sign the official passport immediately upon receipt.
- 2) Renew passports 6 months before they expire.
- 3) Obtain visas for any in-transit travel.
- 4) Ensure that country clearance cables are processed by your Line Office’s servicing International Activities Office or by your Staff Office.

**306-3.6      How can I help ensure foreign travel packages will be processed in time for my travel?**

Provide adequate processing-time for foreign travel packages by using the following procedures:

1) Plan ahead - Determine well ahead of travel dates the documentation needed, i.e., an approved foreign travel authorization, an annual briefing, an official passport, and whether or not visas are necessary. Separate documentation is required for each traveler. Always provide the NTO with an office contact name and phone number.

2) Act promptly - Allow the proper processing-time necessary to obtain passports and visas. Passports/visas will not be sent to you until **all** documentation is received.

**306-3.7      What are the processing-time requirements for foreign travel packages that do not require visas or passports?**

A seven business day processing-time is required for foreign travel packages that do not require any action on our part, i.e., the processing of passports and/or visas. *See NTR, Chapter 306-4, 306-5, and 306-6 for specific processing-time requirements.*

**306-3.8      Does NOAA obtain official passports and visas for invitational travelers on foreign travel?**

No. NOAA is not responsible for official passports and visas for invitational travelers on foreign travel. Invitational travelers are expected to obtain personal passports and visas. However, NOAA will reimburse passport and visa fees for invitational travelers on foreign travel when approved on the travel authorization.



**306-3.9      What do I submit to the NTO for an invitational traveler on foreign travel?**

You will submit 2 copies of an approved travel authorization with the following statement annotated in the remarks section of the travel authorization: “The individual named above is traveling at the invitation of the U.S. Government. Although not a formal representative of the U.S. Government, this individual is considered of sufficient character and qualification to participate on this mission.” A “Defensive Travel Briefing Acknowledgment Statement” must also be included.

**306-3.10      How does the NTO process a foreign travel package?**

Once all of the necessary documents have been processed, the NTO will forward a copy of the approved travel authorization, the official passport containing visas, if applicable, to the travel contact. Upon receipt of the foreign travel package, the travel contact and the traveler should review all documents for completion and accuracy.

**PART 306-5-Official Passports**

Sec.

- 306-5.1 As a NOAA employee traveling to a foreign country on official business, am I required to obtain an official passport?
- 306-5.2 What is the processing-time for official passports?
- 306-5.3 Where do I obtain passport forms for official travel?
- 306-5.4 How do I apply for an official passport?
- 306-5.5 What are the passport photo requirements?
- 306-5.6 What form do I use when I need to make changes to my official passport?
- 306-5.7 What form do I use if my official passport is lost or stolen?
- 306-5.8 What do I do with my official passport when I return from official travel?
- 306-5.9 What do I do with my official passport upon leaving Government service?
- 306-5.10 Can I keep my official passport for a souvenir?

**306-5.1 As a NOAA employee traveling to a foreign country on official business, am I required to obtain an official passport?**

Yes. All NOAA employees traveling OCONUS on official business **must** obtain an official passport and official visas, if required, before leaving the United States. An official passport cannot be obtained for travel to Taiwan, and is not required for travel between the United States and U.S. territories. U.S. territories include American Samoa, Guam, Midway Islands, Puerto Rico, U.S. Virgin Islands, and Wake Island. The NTO strongly urges employees to carry a certified birth certificate when traveling between the U.S. and U.S. territories to avoid unnecessary problems. However, if you have an official or personal passport, you are expected to use your official or personal passport instead of birth evidence.

**306-5.2 What is the processing-time for official passports?**

The processing-time for official passports is 4 to 6 weeks and is dictated by the Department of State (DOS). Passport applications submitted with less than 4-6 weeks processing-time **must** include an emergency justification letter addressed to the DOS, Chief of Passport Services. The emergency justification does not guarantee that the foreign travel package will be processed in time for travel.

**306-5.3 Where do I obtain passport forms for official travel?**

All passport forms (DS-11, DS-82, DS-19, DS-64) **must be completed on line** and printed on paper so the applicant can sign and date the application. Passport applications that print on more than one sheet of paper must be printed on one-sided sheets of paper and cannot be printed on one sheet of paper back-to-back.. Passport applications can be found at [www.travel.state.gov/passport](http://www.travel.state.gov/passport). Each on-line passport application contains a 2-D Barcode, which enables the DOS to populate encrypted data, filled out by the applicant, into their system. **NOTE:** NMFS employees must annotate “CRMF” and all other employees must annotate “CROA” in the “Mail Passport to” section of the application. All employees will indicate the following address in the “Mail Passport to” section of the application: NTO, 20020 Century Blvd, Suite 1C, Germantown, MD 20874. You will need to indicate your home address in the “Permanent Address” section of the application.

**306-5.4 How do I apply for an official passport?**

There is no charge for official passports since they are deemed no-fee passports. However, applicants who use the “DS-11, Application for Passport” may be charged a processing fee which is reimbursable via a travel voucher. If you expect to travel frequently, you may request a 48-page passport to accommodate the additional visa stamps. You may apply for an official passport in one of the following two ways:

- 1) “DS-11, Application for Passport,” is used if you have **never** been issued a passport (either personal or official), or if you have a passport that was issued **more** than 15 years ago. Once notified that the DS-11 will be used, the NTO will send you an original and a photocopy of a letter of authorization. You will need to apply in person at the nearest Passport Office, Clerk of the Circuit Court, or Federal District Court, and provide a photo ID, along with the following paperwork to a certified passport agent:
  - an original and photocopy of a letter of authorization provided by the NTO,
  - a “DS-11, Application for Passport” completed on-line and printed on one-sided sheets of paper and **cannot be signed until** you appear in person in front of a certified passport agent,
  - two passport-size photographs (2"x 2"), and
  - a birth certificate with a raised seal.

Once you are sworn in by a certified passport agent, all of the above mentioned paperwork will be express mailed to the DOS in Washington, D.C. for processing. Once complete, the DOS will forward the new official passport to the NTO. The NTO will express mail the passport to the traveler to be signed for future visas. Allow four to six weeks processing time for DS-11 forms (not including visas).

2) “DS-82, Passport Application by Mail,” is used if you have a passport (either personal or expired official) that was issued within the last 15 years. You will submit the following paperwork to the NTO:

- a DS-82 form which must be completed on-line and printed on one-sided sheets of paper (original signature and date required),
- two passport-size photographs (2"x 2"), and
- either a personal or official passport issued within the last 15 years.

The NTO will submit the above mentioned paperwork to the DOS for processing. Once complete, the DOS will forward the new official passport to the NTO. The NTO will express mail the passport to the traveler to be signed for future visas. Allow four weeks processing time for DS-82 forms (not including visas). **NOTE:** Any personal documentation, such as a personal passport, an expired official passport, or a birth certificate used in this process will be returned to the traveler upon completion of the travel package.

**306-5.5      What are the passport photo requirements?**

Passport photos **must** be 2" x 2" (excluding white borders), and must have a white or off-white background. The applicant’s image must be centered in the photograph with a 1/2" space between the top of the applicant’s head and the top edge of the photograph. Pictures must be cut down to correct size and must match the template provided on the passport application. Pictures not in conformation will be rejected. See the following DOS website for further information:  
[www.travel.state.gov/passport](http://www.travel.state.gov/passport) .

**306-5.6      What form do I use when I need to make changes to my official passport?**

For passport changes, you will submit a “DS-19, Passport Amendment/Validation Application” which must be completed on-line and printed on one-sided sheets of paper (original signature and date required), to the NTO along with the official passport. The DS-19 form is used to correct a name and/or descriptive data in the passport, to add visa supplement pages to the passport, or to extend the validity of a limited passport. The NTO will submit the above mentioned paperwork to the DOS for processing. Once complete, the DOS will forward the official passport with corrections to the NTO. Allow at least 4 weeks processing time for DS-19 forms (not including visas). **NOTE:** Descriptive data changes are shown on the back page of the passport.

**306-5.7      What form do I use if my official passport is lost or stolen?**

You must notify the NTO **immediately** if your official passport is lost or stolen. Once notified, the NTO will send you an original and a photocopy of a letter of authorization. You will need to reapply in person at the nearest Passport Office, Clerk of the Circuit Court, or Federal District Court. You will need to provide a photo ID and submit:

- an original and photocopy of a letter of authorization provided by the NTO,
- a “DS-64, Statement Regarding Lost or Stolen Passport”, completed on-line and printed on paper (original signature and date required),
- a “DS-11, Application for Passport” completed on-line and printed on one-sided sheets of paper and **cannot be signed** until you appear in person in front of a certified passport agent,
- a memo of explanation supported by police documentation (if possible),
- two passport-size photographs (2" x 2"), and
- a birth certificate with a raised seal.

Once you are sworn in by a certified passport agent, you will sign the DS-11, Passport Application form and all of the above mentioned paperwork will be express mailed to the DOS in Washington, D.C. for processing. Once complete, the DOS will forward the new official passport to the NTO. The NTO will express mail the passport to the traveler to be signed for future visas. Allow four to five weeks processing time for lost/stolen passports (not including visas).

**NOTE:** Passports issued via the lost/stolen form may be issued as a special, limited passport not to exceed one year and will need to be renewed via the DS-82 form prior to the end of the expiration date.

**306-5.8      What do I do with my official passport when I return from official travel?**

DOS security requirements dictate that all official passports be returned to the NTO for safekeeping in the official passport repository upon completion of foreign travel. Frequent foreign travelers or those on foreign blanket travel authorizations may retain official passports in a locked safe in their offices.

**Official passports are the property of the Government, and are not the personal property of the traveler. Official passports must never be kept at home.**

**306-5.9      What do I do with my official passport upon leaving Government service?**

Upon leaving Government service, employees **must** return all valid official passports to the NTO or NMFS for disposition. However, you may retain any invalid official passport.

**306-5.10      Can I keep my official passport for a souvenir?**

Yes. Employees who wish to retain their official passport for a souvenir must return their official passport with a memorandum of explanation to the NTO. The NTO will forward the official passport to the Department of State for cancellation. After cancellation, the official passport will be returned to the traveler for a souvenir.

**PART 306-6-Official Visas**

Sec.

- 306-6.1 What is a visa?
- 306-6.2 What is the processing-time for visas?
- 306-6.3 How do I obtain a visa(s) in my official passport?
- 306-6.4 Is there a listing I should use when verifying visa requirements for official travel?
- 306-6.5 Where do I obtain visa applications for official travel?
- 306-6.6 How do I read the “Visa Requirements for Official Travel” listing?

**306-6.1 What is a visa?**

A visa is a stamp affixed in a passport which allows you to enter and exit a foreign country.

**306-6.2 What is the processing-time for visas?**

The processing-time for visas are dictated by the various embassies. A 10 – 15 business day processing-time is required to obtain visas for most countries. A 15 – 20 business day processing-time is required to obtain visas for China, Russia, and Vietnam, and a 2 month processing-time is required to obtain visas for Cuba.

**306-6.3 How do I obtain a visa(s) in my official passport?**

You will submit your official passport and any applicable visa documentation to the NTO for processing. Visa requirements vary for each country. Some countries may require a visa application, and some may require visa photos or letters of invitation. Most countries require that the passport be valid at least 6 months or longer beyond the dates of travel before a visa can be issued.

**306-6.4 Is there a listing I should use when verifying visa requirements for official travel?**

Yes. You will use the “Visa Requirements for Official Travel” listing when verifying visa requirements for official travel. Do not use the “Foreign Entry Requirements” listing published by the DOS since it contains visa requirements for personal and private industry travel and differs from the visa requirements for official travel.

*See NTR, Chapter 306-7.3 for the “Visa Requirements for Official Travel.”*

**306-6.5 Where do I obtain visa applications for official travel?**

Current visa applications can be found at <http://www.traveldocs.com/>.

**306-6.6 How do I read the “Visa Requirements for Official Travel” listing?**

You should note the following when reading the “Visa Requirements for Official Travel:”

- 1) **“No visa required”** indicates the employee travels on their official passport only; and
- 2) **“Visa required”** indicates a visa is required, but applications and pictures are not required. When a visa is required, the NTO will submit applicable paperwork with the official passport to the appropriate embassy for a visa. Please note, pictures must be recent 2”x2” color photos (not photocopied) unless otherwise specified; and

**Original signatures are required on each visa application.**



**PART 306-7--Foreign Travel Documents**

Sec.	
306-7.1	Foreign Travel Checklist
306-7.2	Defensive Travel Briefing
306-7.3	Visa Requirements for Official Travel

FROM: NAME: \_\_\_\_\_ FAX: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBJECT: TRAVELER'S NAME: \_\_\_\_\_  
TRAVEL DATES: \_\_\_\_\_  
DESTINATION(S): \_\_\_\_\_  
OFFICIAL PASSPORT NUMBER: \_\_\_\_\_

The attached Foreign Travel Package contains the following (check where applicable):  
See NOAA Travel Regulation, Chapter 300-4 for any of the forms mentioned below.

- \_\_\_ **Travel authorization**
- \_\_\_ **Form CD-369, Travel Advance** (Invitational travelers only)
- \_\_\_ **Fly America Justification Statement**, (if applicable)
- \_\_\_ **Form CD-334, Request for Extra Fare Air Accommodations**
- \_\_\_ **Defensive Travel Briefing Acknowledgment Statement**
- \_\_\_ **Country Clearance Request** (fax to your International Office)
  
- \_\_\_ **DS-11, Application for Passport** (Frequent travelers are advised to request a 48-page passport)
- \_\_\_ **DS-82, Passport Application by Mail** (Frequent travelers advised to request a 48-page passport)
- \_\_\_ **Two (2) Passport Photos** See NTR, Chapter 306-5.5
- \_\_\_ **DS-19, Passport Amendment/Validation Application**
- \_\_\_ **DS-64, Statement Regarding Lost or Stolen Passport**
- \_\_\_ **Emergency Justification Letter**  
(Applies to travelers who need an official passport with departure dates of less than 4 weeks processing-time)
  
- \_\_\_ **Visa application(s) and photos**, (if applicable)
- \_\_\_ **Letter of Invitation** (If applicable - required for travel to Russia and China)

### **PURPOSE**

As a Commerce employee, you have access to critical U.S. Government information. The purpose of this briefing is to ensure that you understand your responsibilities to protect the information, and to make you aware of security vulnerabilities associated with foreign travel.

Presidential Decision Directive/NSC-12 "Security Awareness and Reporting Foreign Contacts," requires security personnel to establish and maintain security awareness programs which include formal briefings of the threat posed by foreign intelligence services. The awareness program must focus on the intelligence gathering of classified as well as other sensitive information. This Defensive Travel Briefing is part of Commerce's Security Awareness program.

### **APPLICABILITY**

This defensive travel briefing is required by DAO-207-1. When traveling abroad, Departmental personnel, including summer hires, those on temporary assignment, and contractors are required to receive an annual defensive travel briefing. Any individual returning from travel of 90 days or more must undergo a security debriefing upon their return to the U.S.

### **AREAS OF INTEREST**

Within the Department, we possess a wealth of information of interest to foreign powers and entities. Information regarding the Export Administration Act, ongoing negotiations, trade issues, economic indicators, industrial resources, production capabilities, manufacturing and other critical technologies, satellite data, telecommunications and computer sciences information, as well as numerous other types of sensitive information may be sought after. Because of your access to personnel, facilities, and information, YOU, as a Commerce employee, present an opportunity for a foreign entity to expand their knowledge about U.S. technology, capabilities and vulnerabilities. The information contained in this briefing regarding possible intelligence collection may occur in countries with which we are allies. For that reason, we ask you to be alert to your surroundings and aware of your actions at all times wherever you travel internationally.

### **NATIONAL SECURITY THREAT LIST**

The FBI considers the following to be threats to our national security regardless of the country involved:

Any foreign intelligence activity which is:

- \* targeting U.S. intelligence and foreign affairs information and U.S. Government Officials
- \* directed at critical technologies
- \* directed at the collection of U.S. industrial proprietary economic information.
- \* directed at the collection of information relating to defense establishments and national preparedness
- \* involving the proliferation of special weapons of mass destruction
- \* Involving perception management and active measures

If you become aware of or suspect any foreign intelligence activity aimed at the above list notify your security officer.

### **PRIOR TO DEPARTURE**

1. Contact your security officer or the Office of Security at (202) 482-3131, to obtain the most recent travel advisory information. You may also want to contact the Department of State recorded message at (202) 647-5225.
2. Carefully complete your Visa application, as it will be scrutinized. If you are a naturalized U.S. citizen returning to the country of your origin, your citizenship may be questioned. If you encounter such a problem, please contact the State Department for guidance.
3. Ensure that items you carry with you are not controversial or prohibited. Political material or anything that could be considered pornographic should not be carried. If you are carrying prescription drugs with you, be certain that they are clearly marked and bring only necessary quantities.
4. Carrying letters, packages or gifts to individuals in other countries should be avoided. You may be viewed as a courier attempting to bring the material for subversive or illegal purposes.

5. DO NOT TAKE CLASSIFIED MATERIAL with you as you travel. Arrange to have the material transmitted by other approved means prior to your departure. Consult with your security officer for guidance.
6. Limit the amount of identification that you take. If you have several forms of Government ID (i.e. Commerce ID, building pass, courier card), bring only one ID with you. Make a photocopy of any ID or credit card you will be bringing and leave the copy at home. Write down your passport number and keep it separate from your passport. Do the same with your address and telephone number.
7. The carrying of laptop computers is discouraged, but not prohibited. Consult your security officer and your Information Technology Security Officer if you plan to take a laptop.

#### **UPON ARRIVAL**

1. An accurate declaration of all money and valuables should be made at entry. Some countries give the traveler a copy of the declaration which must be surrendered upon leaving. It is important to keep receipts of all money exchanges, as these frequently are required upon departure. Undeclared sums of U.S. or other currency are likely to cause difficulty with authorities and may be confiscated upon departure.
2. Declare such items as cameras, radios, etc, to preclude possible explanations, customs charges, or confiscation when you leave.
3. Contact the American Embassy or Consulate prior to your arrival, and provide your local address and probable length of your visit. For most official business visits a cable should be sent to the appropriate embassy advising of your visit.
4. Use of public transportation is recommended rather than driving yourself, because involvement in traffic accidents can be problematic. Taxis are the preferred mode of transportation. State Department travel advisories provide updated information regarding public transportation concerns in the country you are visiting.

**YOUR ACTIVITIES AND BEHAVIOR**

1. In all of your activities, show discretion and common sense. **MAINTAIN A LOW PROFILE.** Refrain from any behavior that may make you conspicuous or a potential target. **NEVER** engage in any illegal activity, excessive drinking or gambling. Use your best judgment to carefully avoid any situation which may allow a foreign intelligence agency the opportunity to coerce or blackmail you.
2. Do not discuss classified or sensitive information in any vehicle, restaurant, hotel room, hotel lobby, or other public place. In any public place, your conversation may be overheard, or you may be monitored. If you need to call the U.S. to discuss classified or sensitive information, locate a secure telephone by contacting the Regional Security Officer at the U.S. Embassy.
3. If you locate any possible surveillance equipment, such as microphones, telephone taps, miniature recording devices, or cameras, do not try to neutralize or dismantle it. Assume the device is operable and that active monitoring is ongoing. Report what you have found to the U.S. Embassy or Consulate. When you return, advise your security officer.
4. Never leave luggage or briefcases that contain sensitive information unattended. This includes leaving your briefcase in your hotel room. We encourage you to keep your briefcase, containing sensitive information, immediately in your possession. Departmental personnel frequently report occurrences of their luggage or briefcase being searched or rummaged through. If this happens to you, report the incident to your security officer when you return.
5. Foreign Intelligence Services may place you under physical surveillance or you may suspect that you are being watched. It is better to ignore the surveillance than to attempt to lose or evade it. In any event your actions should be prudent and not likely to generate suspicion. Good precautionary measures are to use well-traveled highways and avoid establishing routine schedules.
6. Never try to photograph military personnel, installations, or other "restricted areas". It is best to also refrain from photographing police installations, industrial structures, transportation facilities and border areas.
7. Beware of overly friendly or solicitous people that you meet. Do not establish personal or intimate relationships with these individuals as they may be employed by the intelligence service. Do not share any work related information with any person who does not have a need to know.

8. Do not accept packages and agree to transport them back to the U.S. Even if your friends, relatives and professional contacts, make the request, do not accept the package.
9. If you will be on an extended visit and expect to be writing or receiving mail, remember that it may be subject to censorship. Never make references to any classified or sensitive information.
10. Avoid any areas where there is political or ethnic unrest, demonstrations or protests.
11. Should you be detained or arrested for any reason by the police or other officials, be cooperative, and contact the U.S. Embassy or Consulate immediately. Do not make any statements or sign any documents you do not fully understand until you have conferred with an embassy representative.
12. Do not leave documents in hotel safes.
13. You may keep this document for reference, but do not carry it with you.

### **UPON YOUR RETURN**

Contact your Security Officer to report foreign contacts and any unusual incidents. You must receive a security debriefing if you have been abroad for more than 90 days. You are required to report all contacts with individuals of any nationality, either within or outside the scope of your official activities in which

\*Illegal or unauthorized access is sought to classified or otherwise sensitive information.

\*You are concerned that you may be the target of an actual or attempted exploitation by a foreign entity.

### **EMERGENCY NOTIFICATION PHONE NUMBERS**

Before your departure, it is recommended that you provide your family and/or a close friend with the name and phone number of your supervisor or coworker so that you can be reached in the event of an emergency.

If an emergency does occur, persons needing to reach you should be instructed to contact you via your immediate office. If this is not possible, the 24 hour State Department Operations Center (202) 647-1512, may be able to assist others in reaching you.

**DEFENSIVE TRAVEL BRIEFING ACKNOWLEDGMENT STATEMENT**

My signature below indicates that I have read/been briefed and understand the Department of Commerce, Office of Security defensive travel briefing. I am aware that any questions I have concerning the contents of this briefing should be directed to my servicing security officer.

**Print Full Name**\_\_\_\_\_

**SSN**\_\_\_\_\_

**Line or Staff Office**\_\_\_\_\_

**City and State**\_\_\_\_\_

**Work Phone** \_\_\_\_\_

**Signature**\_\_\_\_\_

**Date of Signature**\_\_\_\_\_

**This statement must be filled out in its entirety, signed and dated, and must accompany the foreign travel package. This statement can be faxed to the NTO on 301-413-3066, but only if requested by the NTO.**

Privacy Act Statement: Your Social Security Account Number (SSN) is solicited under authority of Executive Order 9397 and will be used to identify you precisely when certifying that you have received a NOAA foreign travel briefing. Although disclosure of your SSN is not mandatory, your failure to do so may impede the processing of your travel. Collection of this information is authorized by Executive Order 9397, 10450, 12356; U.S.C. 301 and 7531-532; 15 U.S.C. 1501 et seq; and 44 U.S.C. 3101



All NOAA employees traveling OCONUS on official business **must** obtain an official passport and official visas if required, before leaving the United States. An official passport cannot be obtained for travel to Taiwan, and is not required for travel between the United States and U.S. territories. U.S. territories include American Samoa, Guam, Midway Islands, Puerto Rico, U.S. Virgin Islands, and Wake Island. The NTO strongly urges employees to carry birth evidence when traveling between the U.S. and U.S. territories to avoid unnecessary problems. However, if you have an official or personal passport, you are expected to use your official or personal passport instead of birth evidence. NOTE: With the exception of U.S. territories, locations not listed require an official passport, but not a visa.

<u>ABU DHABI</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>AFGHANISTAN</u>	1 VISA APPLICATION, 1 PHOTO Copy of round trip airline tickets or itinerary.
<u>ALBANIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>ALGERIA</u>	3 VISA APPLICATIONS, 3 PHOTOS (application must be typed)
<u>ANDORRA</u>	SEE SPAIN
<u>ANGOLA</u>	1 VISA APPLICATION, 1 PHOTO
<u>ANGUILLA</u>	NO VISA REQUIRED
<u>ANTARCTICA</u>	NO VISA REQUIRED
<u>ANTIGUA &amp; BARBUDA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>ARGENTINA</u>	1 VISA APPLICATION, 1 PHOTO
<u>ARMENIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>ARUBA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>AUSTRALIA</u>	Australian visas should be obtained electronically thru the applicable travel management center (TMC). The TMC requires the information/picture page of the passport. Travelers will receive the VISA at the airport. In cases where electronic visas are not possible: 1 ORIGINAL VISA APPLICATION - FORM 456

<u>AUSTRIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>AZERBAIJAN</u>	1 VISA APPLICATION, 2 PHOTOS LETTER FROM HOST COMPANY OR ORGANIZATION AUTHORIZED BY MINISTRY OF FOREIGN AFFAIRS
<u>AZORES</u>	SEE PORTUGAL
<u>BAHAMAS</u>	PASSPORT REQUIRED NO VISA REQUIRED UNDER 3 MONTHS.
<u>BAHRAIN</u>	1 VISA APPLICATION, 1 PHOTO
<u>BALI</u>	SEE INDONESIA
<u>BANGLADESH</u>	2 VISA APPLICATIONS, 3 PHOTOS Copy of airline tickets or itinerary.
<u>BARBADOS</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>BELARUS</u>	1 VISA APPLICATION, 1 PHOTO, LETTER OF INVITATION
<u>BELGIUM</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>BELIZE</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>BENIN</u>	3 VISA APPLICATIONS, 3 PHOTOS (YELLOW FEVER)
<u>BERMUDA</u>	NO VISA REQUIRED UNDER 21 DAYS
<u>BHUTAN</u>	1 VISA APPLICATION, 4 PHOTOS Apply 30 days before travel. Visa must be approved by Bhutan Foreign Ministry.
BOLIVIA	VISA REQUIRED

<u>BONAIRE</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>BORNEO</u>	SEE INDONESIA
<u>BOSNIA - HERZEGOVINA</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>BOTSWANA</u>	NO VISA REQUIRED UNDER 3 MONTHS. IF TRANSIT VIA S. AFRICA, A TRANSIT VISA FOR THAT COUNTRY IS REQUIRED
<u>BRAZIL</u>	1 VISA APPLICATION, 1 PHOTO
<u>BRITAIN</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>BRITISH VIRGIN ISLANDS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>BRUNEI - DARUSSALAM</u>	1 <b>ORIGINAL</b> VISA APPLICATION, 1 PHOTO
<u>BULGARIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>BURKINA PASO</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER VACCINE)
<u>BURMA</u>	NOW CALLED "MYANMAR" 3 VISA APPLICATIONS, 4 PHOTOS
<u>BURUNDI</u>	3 VISA APPLICATIONS, 3 PHOTOS (YELLOW FEVER)
<u>CAMBODIA</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>CAMEROON</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER VACCINE)
<u>CANADA</u> UNDER 3 MONTHS.	OFFICIAL PASSPORT IS REQUIRED. NO VISA REQUIRED

<u>CANARY ISLANDS</u>	SEE SPAIN
<u>CAPE VERDE</u>	1 VISA APPLICATION, 1 PHOTO
<u>CAYMAN ISLANDS</u>	NO VISA UNDER 3 MONTHS
<u>CENTRAL AFRICA</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER)
<u>CEYLON</u>	SEE SRI LANKA
<u>CHAD</u>	3 VISA APPLICATIONS, 3 PHOTOS (YELLOW FEVER VACCINE)
<u>CHILE</u>	VISA REQUIRED
<u>CHINA</u>	1 VISA APPLICATION, 1 PHOTO, AND A LETTER OF INVITATION FROM THE CHINESE GOVERNMENT. There may be a visa processing fee based on the type of letter of invitation received. The visa processing fee is \$50 and must be paid in the form of a money order made out to the Chinese Embassy. <b>Allow at least 2 weeks processing time</b>
CHRISTMAS ISLAND	AUSTRALIAN OWNED: SEE AUSTRALIA KIRITIMATI OWNED: SEE KIRIBATI
<u>COCOS ISLAND</u>	SEE AUSTRALIA
<u>COLOMBIA</u>	1 VISA APPLICATION, 2 PHOTOS
<u>COMOROS ISLANDS</u>	VISA REQUIRED. Can be obtained on arrival for a stay up to a month.
<u>CONGO</u> - BRAZZAVILLE	2 VISA APPLICATIONS, 2 PHOTOS
<u>CONGO</u> (FORMERLY ZAIRE)	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER)

<u>COOK ISLAND</u>	SEE NEW ZEALAND
<u>COSTA RICA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>COTE D'IVOIRE</u> <u>IVORY COAST</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>CROATIA</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>CUBA</u>	1 VISA APPLICATION ( <b>Must be typed</b> ), 2 PHOTOS. AN OUTGOING AND INCOMING COUNTRY CLEARANCE CABLE MUST BE COMPLETED BEFORE SENDING FOR VISA. <b>Allow 2 months processing time.</b> NO VISA FOR GUANTANAMO BAY
<u>CURASAO</u>	SEE NETHERLAND ANTILLES
<u>CURACAO</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>CYPRUS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>CZECH REPUBLIC</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>DENMARK</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>DJIBOUTI</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>DOMINICA</u>	NO VISA REQUIRED UNDER 3 WEEKS
<u>DOMINICAN REP.</u> <u>DUBAI</u>	VISA REQUIRED (No visa when traveling via military plane) SEE UNITED ARAB EMIRATES
<u>ECUADOR</u>	VISA REQUIRED
<u>EGYPT</u>	1 VISA APPLICATION, 1 PHOTO
<u>EL SALVADOR</u>	1 VISA APPLICATION, 2 PHOTOS

<u>ENGLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>EQUATORIAL GUINEA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>ERITREA</u>	1 VISA APPLICATION, 1 PHOTO
<u>ESTONIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>ETHIOPIA</u>	1 VISA APPLICATION, 1 PHOTO - <u>Allow 2 weeks processing time</u> (YELLOW FEVER IMMUNIZATION)
<u>FIJI</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>FINLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>FRANCE</u>	1 VISA APPLICATION ( <u>Completely filled out and signed</u> ), 1 PHOTO. Spain, France, and Greece are all the same visa. Only if a Schengen States visa.
<u>FRENCH GUIANA</u>	SEE FRANCE
<u>FRENCH POLYNESIA</u>	SEE FRANCE
<u>FRENCH WEST INDIES</u>	SEE FRANCE
<u>GABON</u>	2 VISA APPLICATIONS, 2 PHOTOS, (YELLOW FEVER)
<u>GALA PAGOS ISLANDS</u>	SEE ECUADOR
<u>GAMBIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>GEORGIA</u>	1 VISA APPLICATION, 1 PHOTO Type or print in block letters
<u>GERMANY</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>GHANA</u>	1 VISA APPLICATION, 4 PHOTOS (Yellow fever)

<u>GIBRALTAR</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>GILBERT ISLANDS</u>	SEE KIRIBATI
<u>GREAT BRITAIN</u>	NO VISA REQUIRED UNDER 6 MONTHS
<u>GREECE</u>	1 VISA APPLICATION, 1 PHOTO Spain, France, and Greece are all the same visa. Only if Schengen states visa.
<u>GREENLAND</u>	SEE DENMARK
<u>GRENADA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>GRENADINE ISLANDS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>GUADELOUPE</u>	SEE FRANCE
<u>GUATEMALA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>GUIANA, FRENCH</u>	SEE FRENCH GUIANA
<u>GUINEA</u>	2 VISA APPLICATIONS, 2 PHOTOS (Yellow fever)
<u>GUINEA - BISSAU</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>GUYANA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>HAITI</u>	VISA REQUIRED
<u>HOLY CITY- VATICAN CITY STATE</u>	SEE ITALY

<u>HONDURAS</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>HONG KONG</u> Administrative Region -	NO VISA REQUIRED UNDER 3 MONTHS Travelers visiting Hong Kong after visiting China and then returning to China, will continue to require a double entry visa to China - 1 VISA APPLICATION, 1 PHOTO, AND LETTER OF INVITATION.
<u>HUNGARY</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>ICELAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>INDIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>INDONESIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>IRAN</u>	NO TRAVEL ALLOWED
<u>IRAQ</u>	NO TRAVEL ALLOWED
<u>IRELAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>ISRAEL</u>	1 VISA APPLICATION AND CLEAR PHOTOCOPY OF THE PASSPORT ( <b>Will need new passport if current passport contains current a Syrian visa</b> ).
<u>ITALY</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>IVORY COAST</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>JAMAICA</u>	1 VISA APPLICATION, 1 PHOTO
<u>JAPAN</u>	1 VISA APPLICATION , 1 PHOTO (visa valid 5 years)



<u>JAVA (INDONESIA)</u>	SEE INDONESIA
<u>JORDAN</u>	1 VISA APPLICATION, 1 PHOTO
<u>KAMPUCHEA</u>	3 VISA APPLICATIONS, 3 PHOTOS, AND COPY OF TRAVEL ITINERARY
<u>KAZAKHSTAN</u>	1 VISA APPLICATION, 1 PHOTO
<u>KENYA</u>	1 VISA APPLICATION, 2 PHOTOS
<u>KIRIBATI</u>	1 VISA APPLICATION, 1 PHOTO Copy of roundtrip airline tickets or itinerary.
<u>KOREA (SOUTH)</u>	1 VISA APPLICATION, 1 COLOR PHOTO
<u>KUWAIT</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>KYRGYZSTAN</u>	1 VISA APPLICATION (Must be typed), 1 PHOTO
<u>LAOS</u>	3 VISA APPLICATIONS, 3 PHOTOS
<u>LATVIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>LEBANON</u>	1 VISA APPLICATION, 2 PHOTOS
<u>LEEWARD ISLANDS</u>	SEE BRITISH VIRGIN ISLANDS
<u>LESOTHO</u>	NO VISA REQUIRED UNDER 1MONTH
<u>LIBERIA</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER) Copy of roundtrip airline tickets or itinerary.
<u>LIBYA</u>	NO TRAVEL ALLOWED
<u>LIECHTENSTEIN</u>	NO VISA REQUIRED UNDER 3 MONTHS

<u>LITHUANIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>LOMBOK</u>	SEE INDONESIA
<u>LUXEMBOURG</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MACAU</u>	SEE PORTUGAL
<u>MACEDONIA</u>	1 VISA APPLICATION, 1 PHOTO, LETTER OF INVITATION Copy of itinerary.
<u>MADAGASCAR</u>	1 <b>ORIGINAL</b> VISA APPLICATION, 1 PHOTO
<u>MALAWI</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>MALAYSIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MALDIVES</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>MALI</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER)
<u>MALTA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MARQUESAS ISLANDS</u>	SEE FRANCE
<u>MARSHALL ISLANDS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MARTINIQUE</u>	SEE FRANCE
<u>MAURITANIA</u>	2 VISA APPLICATIONS, 4PHOTOS, (YELLOW FEVER)
<u>MAURITIUS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MAYOTTE</u>	SEE FRANCE
<u>MEXICO</u>	NO VISA REQUIRED UNDER 3 MONTHS (Need special permit if working in Mexican waters)

<u>MICRONESIA</u>	NO VISA REQUIRED
<u>MIQUELON INLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MOLDOVA</u>	1 VISA APPLICATION, 1 PHOTO
<u>MONACO</u>	SEE FRANCE
<u>MONGOLIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MONTENEGRO</u>	1 VISA APPLICATION
<u>MONTSERRAT</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MOROCCO</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>MOZAMBIQUE</u>	1 VISA APPLICATION, 2 PHOTOS
<u>MYANMAR</u>	3 APPLICATIONS, 4 PHOTOS
<u>NAMIBIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>NAURU</u>	VISA REQUIRED - PERMISSION LETTER FROM REPUBLIC OF NAURU POLICE DEPARTMENT IS REQUIRED. Visa is issued upon arrival.
<u>NEPAL</u>	1 VISA APPLICATION, 1 PHOTO
<u>NETHERLANDS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>NETHERLAND ANTILLES</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>NEW CALEDONIA</u>	SEE FRANCE
<u>NEW ZEALAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>NICARAGUA</u>	NO VISA REQUIRED UNDER 3 MONTHS

<u>NIGER</u>	3 VISA APPLICATIONS, 3 PHOTOS (YELLOW FEVER)
<u>NIGERIA</u>	1 VISA APPLICATION, 1 PHOTO (YELLOW FEVER)
<u>NIUE</u>	SEE NEW ZEALAND
<u>NORFOLK ISLANDS</u>	SEE AUSTRALIA
<u>NORTH MARIANA ISLANDS</u>	NO VISA REQUIRED
<u>NORWAY</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>OMAN</u>	2 <b>ORIGINAL</b> VISA APPLICATIONS ( <b>Must be typed</b> ), 2 PHOTOS
<u>PAKISTAN</u>	1 VISA APPLICATION, 2 PHOTOS
<u>PALAU ISLANDS</u>	VISA ISSUED AT AIRPORT
<u>PANAMA</u>	1 PHOTO
<u>PAPUA NEW GUINEA</u>	2 VISA APPLICATIONS, 2 PHOTOS, ( <b>Port Moresby must send Immigration approval to embassy</b> )
<u>PARAGUAY</u>	1 VISA APPLICATION, 1 PHOTO
<u>PERU</u>	1 VISA APPLICATION, 1 PHOTO
<u>PHILIPPINES</u>	1 VISA APPLICATION, 1 PHOTO
<u>POLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>PORTUGAL</u>	NO VISA UNDER 1 MONTH (In cases over 1 month, the traveler must apply at a local police station)

**RUSSIAN VISAS ARE PROCESSED THROUGH THE STATE DEPARTMENT DIPLOMATIC SECTION. PAPER WORK IS FIRST EXAMINED BY THEM, AND THEN COURIERED TO THE RUSSIAN EMBASSY. 4-5 MONTHS PROCESSING-TIME IS REQUIRED SINCE IT COULD TAKE STATE DEPARTMENT 2-3 WEEKS TO OBTAIN THE VISA FROM THE EMBASSY. Please note that there may be a visa processing fee based on the type of letter of invitation received. The visa processing fee must be paid in the form of a money order made out to the Russian Embassy.**

<u>RWANDA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAINT BARTS</u>	SEE FRANCE
<u>SAINT KITTS &amp; NEVIS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAINT LUCIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAINT MAARTEN</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAINT PIERRE MIQUELON</u>	SEE FRANCE
<u>SAINT VINCENT &amp; THE GRENADINES</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAMOA (WESTERN)</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>SAN MARINO</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SAOTOME &amp; PRINCIPE</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER)
<u>SAUDI ARABIA</u>	1 VISA APPLICATION, 1 PHOTO <b>(Will need new passport if current passport contains Israeli visa)</b>
<u>SCOTLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SENEGAL</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SERBIA &amp; MONTENEGRO</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SEYCHELLES</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SIERRA LEONE</u>	1 VISA APPLICATION, 1 PHOTO (YELLOW FEVER)

<u>SINGAPORE</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>SLOVAK REPUBLIC</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>SLOVENIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SOLOMON ISLANDS</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SOMALIA</u>	CONTACT DEPARTMENT OF STATE
<u>SOUTH AFRICA</u>	1 VISA APPLICATION, 2 PHOTOS
<u>SPAIN</u>	VISA REQUIRED Spain, France, and Greece are all the same visa. Only if Schengen States visa.
<u>SRI LANKA</u>	1 VISA APPLICATION, 2 PHOTOS Flight itinerary
<u>SUDAN</u>	VISA IS REQUIRED, BUT NOT ISSUED STATESIDE
<u>SUMATRA</u>	SEE INDONESIA
<u>SURINAME</u>	1 VISA APPLICATION
<u>SWAZILAND</u>	NO VISA REQUIRED UNDER 2 MONTHS. If entry/exit via South Africa, a double transit visa is required
<u>SWEDEN</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SWITZERLAND</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>SYRIA</u>	2 VISA APPLICATIONS, 2 PHOTOS
<u>TAHITI</u>	SEE FRANCE

<u>TAIWAN</u>	<b><u>MUST TRAVEL ON PERSONAL PASSPORT.</u></b> TAIWAN CLEARANCE FORM AND COUNTRY CABLE CLEARANCE MUST BE FAXED TO THE TAIWAN COORDINATION STAFF BY THE TRAVELER (Fax number on clearance sheet). Upon approval, Taiwan Coordination Staff will fax clearance to the NTO. Upon completion of the foreign travel package, the NTO will send the traveler a copy of the Taiwan clearance form. Traveler is expected to obtain a Taiwanese visa in their personal passport by submitting a copy of the approved Taiwan clearance form with personal passport and visa paperwork to the Taiwan embassy.
<u>TAJIKISTAN</u>	2 VISA APPLICATIONS, 2 PHOTOS. ( <u>Approval</u> from the Ministry of Foreign Affairs in Tajikistan must be arranged by sponsor)
<u>TANZANIA</u>	1 VISA APPLICATION, 1 PHOTO
<u>THAILAND</u>	1 VISA APPLICATION, 2 PHOTOS
<u>TIMOR</u>	SEE INDONESIA
<u>TOGO</u>	3 VISA APPLICATIONS, 3 PHOTOS (YELLOW FEVER)
<u>TOKELEU</u>	SEE NEW ZEALAND
<u>TONGA</u>	NO VISA UNDER 1 MONTH
<u>TRINIDAD &amp; TOBAGO</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>TUNISIA</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>TURKEY</u>	1 VISA APPLICATION
<u>TURKMENISTAN</u>	1 VISA APPLICATION, 1 PHOTO
<u>TURKS &amp; CAICOS ISLANDS</u>	NO VISA UNDER 1 MONTH



<u>TUVALU ISLAND</u>	AMERICANS ARE ENCOURAGED TO REGISTER WITH THE U.S. EMBASSY IN SUVA, FIJI.
<u>UGANDA</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER)
<u>UKRAINE</u>	1 VISA APPLICATION, 2 PHOTOS
<u>UNITED ARAB EMIRATES</u>	2 VISA APPLICATIONS, 2 PHOTOS Travel documents should not show of prior or intended travel to
<u>UNITED KINGDOM</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>URUGUAY</u>	VISA REQUIRED
<u>UZBEKISTAN</u>	1 VISA APPLICATION, 1 PHOTO
<u>VANUATU</u>	NO VISA REQUIRED UNDER 1 MONTH
<u>VENEZUELA</u>	1 VISA APPLICATION, 2 PHOTOS
<u>VIETNAM</u>	1 VISA APPLICATION, 1 PHOTO, VISA APPROVAL FORM (Visa approval form must come from joint venture partner who Must obtain the approval letter in advance from the Immigration Department on the traveler's behalf. Visa approval form must accompany the visa application and photo.)
<u>VIRGIN ISLANDS BRITISH</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>WALES</u>	NO VISA REQUIRED UNDER 3 MONTHS
<u>WALLIS ISLAND</u>	SEE FRANCE
<u>WESTERN SAMOA</u>	NO VISA REQUIRED UNDER 1 MONTH

<u>WEST INDIES (BRITISH)</u>	NO VISA REQUIRED
<u>WEST INDIES (FRENCH)</u>	SEE FRANCE
<u>YEMEN ARAB REP.</u>	1 VISA APPLICATION, 2 PHOTOS Copy of itinerary
<u>YUGOSLAVIA</u> (Serbia & Montenegro)	1 VISA APPLICATION
<u>YUGOSLAVIA</u> (Former Yugoslav Republic of Magedonia)	NO VISA UNDER 3 MONTHS
<u>ZAIRE</u>	SEE CONGO
<u>ZAMBIA</u>	2 VISA APPLICATIONS, 2 PHOTOS (YELLOW FEVER AND CHOLERA)
<u>ZANZIBAR</u>	SEE TANZANIA
<u>ZIMBABWE</u>	2 VISA APPLICATIONS, 2 PHOTOS Specify single entry or double entries required.